



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5726.1G

1G/

28 SEP 1989

COMNAVREGSW INSTRUCTION 5726.1G

Subj: GUIDANCE FOR PROJECT HANDCLASP

Ref: (a) OPNAVINST 5726.3 series
(b) CINCPACFLTINST 5726.1 series

Encl: (1) Project Handclasp Receipt Document

1. Purpose. To establish procedures for participation in the collection, packaging, storage, and shipment of Project Handclasp material.

2. Cancellation. COMNAVBASESANDIEGOINST 5726.1F

3. Background. Reference (a) promulgates policy guidance for Project Handclasp, the Navy's overseas people-to-people program. Project Handclasp coordinates the distribution of humanitarian material by U.S. Navy ships and overseas commands to less fortunate and disadvantaged people in countries throughout the world. Through this unique program, Sailors and Marines are afforded an opportunity to act as ambassadors of goodwill, promoting mutual understanding and respect, while improving living conditions in ports visited by U.S. Navy ships around the world. Basically an unfunded program, Project Handclasp is dependent upon the efforts of thousands of private sector donors and active duty volunteers, who distribute the humanitarian, educational, and goodwill materials necessary for the program's operations through the Project Handclasp Foundation. Per reference (b), the Director, Project Handclasp has responsibility for the operation of the program for Commander in Chief, U.S. Pacific Fleet in areas where Pacific Fleet ships deploy. The Director is assigned temporary additional duty to Commander, Navy Region Southwest.

4. Scope. The Director coordinates collection, sorting, packaging, staging, transportation, and distribution of donated materials to poor and disadvantaged people overseas. The following categories of material are within the scope of the program:

28 SEP 2000

a. Items that relieve personal suffering caused by a lack of basic necessities, such as clothing, non-perishable food, hygienic materials, and medical supplies.

b. Materials that improve quality of life and foster good will, such as consumer products, sports equipment and toys (except toy guns and military-like equipment).

c. Materials that raise socio-economic potential or improve standards of living. Included in this category are: instructional materials, such as English and foreign language school texts, library books, school supplies and school equipment, and capital goods, such as treadle sewing machines, tools, garden implements, vegetable seed, etc.

5. Definitions

a. Director. The person assigned responsibility for the operation of the U.S. Navy's Project Handclasp on a worldwide basis.

b. Project Handclasp Coordinator. An officer at various shore activities assigned the collateral duty of assisting the Director. Coordinators in the United States assist the Director in the collection, storage, and transportation of unconsigned material. Overseas Coordinators ensure covered/secure storage and delivery of Project Handclasp materials as determined by the Director.

c. Unconsigned Material. Humanitarian, educational and goodwill materials donated for distribution overseas. Commanding Officers, area commanders, and various bona fide organizations overseas, where need exists, and transportation can be arranged, accomplish final distribution to the actual recipients.

d. Consigned Material. Charitable cargo which organizations or individuals request the Navy to ship to specified recipients overseas, e.g., orphanages, deprived schools, and leprosariums.

6. Unconsigned Material

a. Material donated for general distribution overseas must be in good condition. Distribution of material should be made directly to intended recipients by U.S. Navy and Marine Corps volunteer personnel representing the American people and the U.S. Navy. Inquiries received from prospective donors of

20 SEP 77

unconsigned material should be referred to the Director, who will determine whether or not to accept the donation. To aid in this determination, inquiries should include specific details as to the content and size of the shipment, including weight and cube, description of individual containers, source and location of material, perishability (shelf life), etc.

b. The Project Handclasp warehouse (Bldg 3155-B) at Naval Base, San Diego, California, is the focal point for receiving, storing, and shipping of material. In this way, a variety of quality materials normally are made available for the commanding officers of deploying ships to be used for their overseas people-to-people programs.

7. Consigned Material. All requests for ocean transportation of consigned material must be referred to Director, Project Handclasp. This is necessary to ensure continuity of policy, prevent backlogs, and preclude embarrassment to the Navy. In order to determine the acceptability of a consigned shipment, the requestor should provide the following information to the Director:

a. Complete name, address, and telephone numbers (home and office) of the individual or organization requesting shipment.

b. Complete name, geographical address and telephone numbers (if available) of the organization overseas to which material is to be shipped.

c. Name, address, and telephone number (if available) of the agent designated to receive the material at its port of debarkation, if different from 7b.

d. Detailed description of the material to be shipped.

e. A background discussion, explaining why the organization requires Navy transportation assistance and why the shipment is needed.

f. Weight and cube of the proposed shipment: Project Handclasp normally accepts pallets of 50 cubic feet, 40x36x45 (LxWxH in inches), with the total shipment not to exceed four pallets (200 cubic feet).

When Project Handclasp accepts a consigned shipment, the Director will direct the delivery of the material to the Project Handclasp warehouse in San Diego or other location for shipping

28 SEP 2006

convenience. The material must be prepared properly for overseas shipment and delivered by the organization to the designated warehouse at no expense to the Government. In addition, the donor shall obtain necessary U.S. export customs clearance and foreign entry customs clearance for the country concerned in advance of shipping to the Project Handclasp warehouse when such clearance is required. It is the responsibility of the donor to determine whether or not such clearance is required. No liability will be assumed for loss or damage incurred through transportation, handling or for any other reason. Each shipment must be covered by a Waiver Agreement, provided by the Director before the material can be shipped to the warehouse.

8. Participation. Commands, units or individuals desiring to donate materials on behalf of Project Handclasp are urged to contact the Director for guidance. Material that has not been approved by the Director remains the sole responsibility of the donor.

9. Packing and Marking. The Director will provide packaging instructions for consigned material. All containers and/or shipments shall be clearly marked to indicate both the ultimate destination and the donor. Requirements for unconsigned materials are less stringent, with packaging often being accomplished by the accepting activity.

10. Documentation. Normal management control techniques shall be employed by the Director and by coordinators to ensure proper accountability of material and to ensure that documented information can be provided to the donors or U.S. agencies making official inquiries.

a. Files. All material donations received by Project Handclasp Coordinators shall be documented on a Project Handclasp Receipt Document, enclosure (1), issued by the Director and completed by the Coordinator.

b. Material disposition. Project Handclasp Receipt Documents are pre-numbered and should be maintained in a chronological file, with a copy of each receipt forwarded to the Director. Additional documentation instructions are detailed in enclosure (1). The Director issues these pre-numbered receipts to the coordinator. When properly filled in, the information will ensure that each donor receives a timely thank you letter.

28 SEP 2006

c. Shipment Documents. A Requisition and Invoice/Shipping Document (DD for 1149) should be used as the basic receipt and transfer document for the movement of Handclasp materials between collection points and San Diego or other location as determined by the Director.

11. Security. Adequate security measures must be used to ensure the safeguarding of donated material. Material should be received, stored, and transferred on a custody receipt basis.

12. Storage Points. Storage points may be established by the Director to satisfy additional requirements, if needed. This is done primarily as a convenience to the donor.

13. Project Handclasp Coordinator Duties

a. Maintain liaison with the Director.

b. Keep fully informed on Project Handclasp activities within his/her command and/or area of responsibility, and keep the Director advised.

c. Interact with potential civilian donors, providing information and assistance as necessary.

d. Provide assistance to participating Navy League Councils as appropriate.

e. Establish adequate safeguards and accounting procedures to ensure positive control of material.

f. Arrange onward transportation of donated material to the Project Handclasp warehouse in San Diego or as otherwise directed. Transportation should be obtained on a not-to-interfere, non-reimbursable basis. Receive and pick up unconsign material (when possible), provide storage, and process material for delivery to San Diego, as requested by the Director.

g. Notify the Director of any change in the assigned Coordinators, and keep this information current.

14. Action. Activities within the NRSW area of responsibility should cooperate with Project Handclasp, to the maximum extent possible commensurate with their operational commitments, capabilities, and facilities.

COMNAVREGSWINST 5726.1G

28 SEP 2000

Further guidance may be obtained by calling the Director,
Project Handclasp at (619) 532-1492 or DSN 522-1492.



D. C. KENDALL
Deputy and
Chief of Staff

Distribution:

www.cnrsw.navy.mil/admin/menu.htm

PROJECT HANDCLASP RECEIPT DOCUMENT

(Accountable/Log No.)

0001 (SAMPLE)

PH COORDINATOR (Please print)

DONOR (Please print)

DATE (Donation received at your command)

NAME (First, middle init, last)

CONTROL NO. (Also write on EACH BOX and on donor inventory if available)

TITLE (If any)

UIC

JULIAN DATE

DAILY TRANSACTION NO.

RECEIVING ACTIVITY (Your command)

ORGANIZATION (If any)

RECEIVED BY (Name)

ADDRESS (Include city, state, zip code)

METHOD OF DELIVERY TO YOUR COMMAND (POV, UPS commercial truck, navy truck)

☐ UNCONSIGNED
(For general distribution)

☐ CONSIGNED
(For specific recipient overseas:
MUST BE AUTHORIZED BY
DIRECTOR IN ADVANCE)

TOTAL PIECES (No. each box, e.g.
1 of 5, 5 of 5)

TOTAL WEIGHT

TOTAL CUBIC FT.
(Est.)

TELEPHONE (Home)

(Business)

AREA CODE

AREA CODE

MATERIAL INVENTORY/DESCRIPTION/REMARKS (Provide complete inventory of donation. Attach additional sheets if necessary. If donor provides an inventory, compare and attach to original.)

PLACE THE MATERIAL IN TEMPORARY STORAGE UNTIL TRANSPORTATION TO THE PH WAREHOUSE IS ARRANGED. ADEQUATE SECURITY MEASURES MUST BE USED TO ENSURE THE SAFEGUARDING OF THE DONATION. FOR DELIVERY INSTRUCTIONS CONTACT DIRECTOR, PROJECT HANDCLASP, AUTOVON: 522-1492, COMMERCIAL: (619) 532-1492.

PH COORDINATOR SIGNATURE

PHONE NO.

DATE

ORIGINAL TO: DIRECTOR
COPY TO: FILE
2 COPIES TO: MATERIAL
(Attach to box #1 of donation)

PREADDRESSED FOR WINDOW ENVELOPE

DIRECTOR, PROJECT
HANDCLASP
c/o COMMANDER NAVY REGION,
SOUTHWEST
SAN DIEGO, CA 92132-5180